How to Enroll Educators and Students into the WiseHeart™ Program

The Basic Registration Process

If you or someone else have purchased any type of WiseHeart license and have not yet registered, follow this registration process.

Here are the steps.

1) After purchasing a program license, you will receive an email with a License ID and a website address (a url) for getting registered.

2) If you've already previously registered, just skip to the login step.

Otherwise, begin by entering your name, email address and password. Afterward, you will receive a verification code to confirm your account.

3) After confirming your account with the verification code, you will receive a Registration Confirmation email with a website address for logging in.

4) After logging in, click on the Add Course button on the WiseHeart panel. Then enter the License ID to enter the course. Click on continue to open up the program.
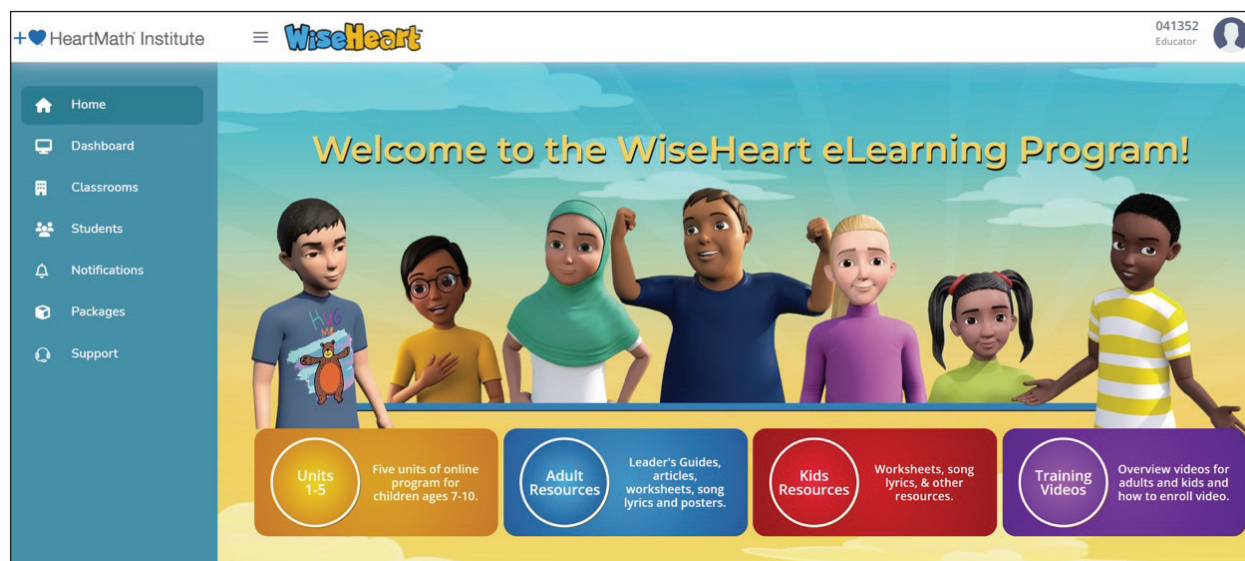

Access to WiseHeart

Now that you are successfully registered and added the course, you will have access to the navigation sidebar and the main program content where your WiseHeart journey begins.

From the navigation sidebar on the left, depending on your role, you will be able to add students along with other functions.

What is Your Role Within WiseHeart?

In the design of WiseHeart, we wanted to make this course accessible and flexible for multiple educator roles. What kind of role and type of License ID you have will determine what kind of enrollment functions you have.

For Educator Role

If you purchased or received a 30 seat License ID, your role as an educator allows you to create your classroom and either bulk import students from either an existing database file (CSV/JSON) or Google Classrooms, or, you can manually add students to your classroom. Students will then receive an email inviting them into the WiseHeart program.

Other Roles

What if you were assigned a classroom by a district, site, or multi-class administrator (maybe even an IT person)?

Being Assigned a Classroom

If you were assigned a classroom by an administrator, the process is easy to follow.

1) You will receive an email with your password, name of classroom and a website address for logging in.

2) After logging in, you will be taken to the eLearning portal. Click on Enter Course to access the classroom you have been assigned to.
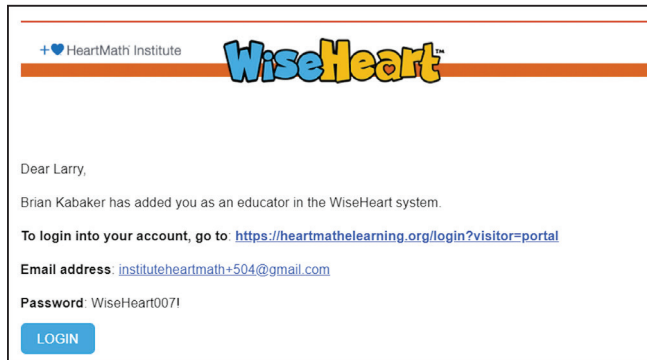

3) Typically, the admin will have pre-populated your classroom with the appropriate students and enabled you to add a few students manually, should the need arise.
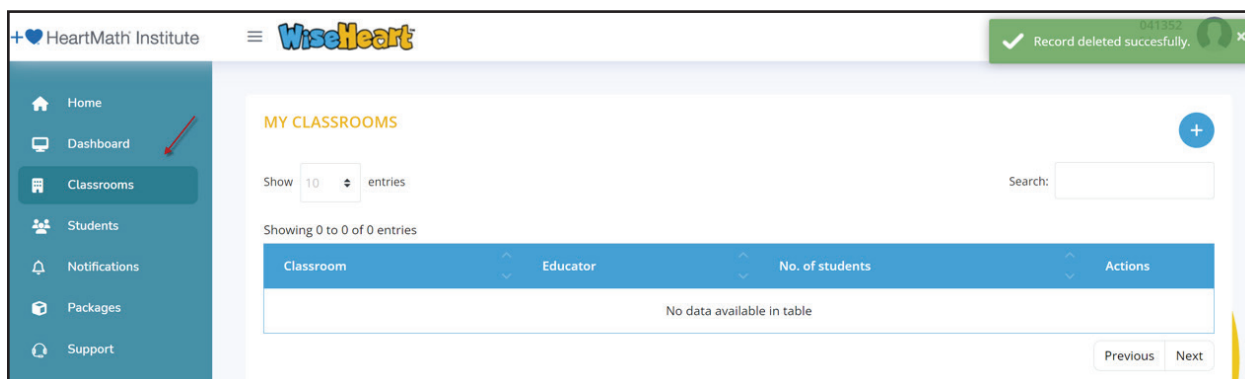
Being Added as an Educator

If you were added to the WiseHeart program as an educator by a district, site, or a multi-class license administrator, they wlll allocate a certain number of seats in the course to which you can add students.Once you have been added to the course, you will receive an email with your password and a website address for logging in.

After logging in, you will be taken to the eLearning portal. Click on Enter Course to access the WiseHeart program.
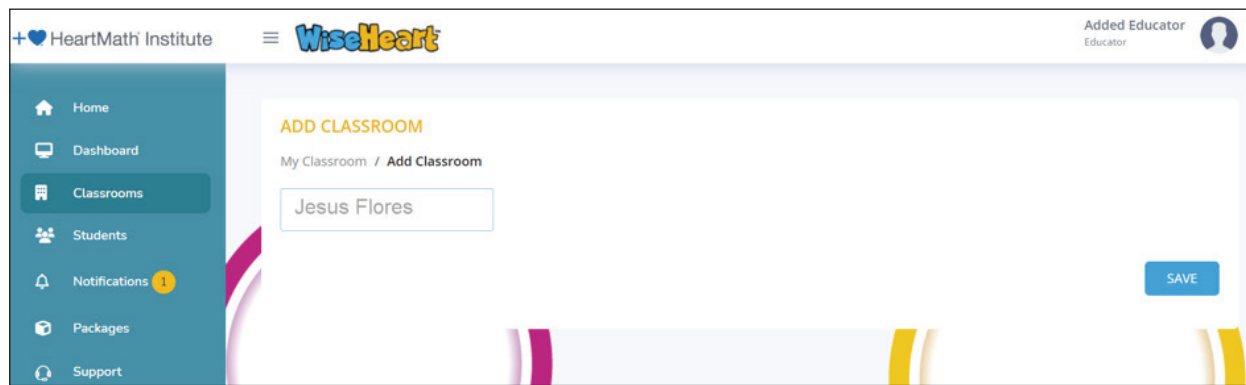

Setting Up Your Classroom

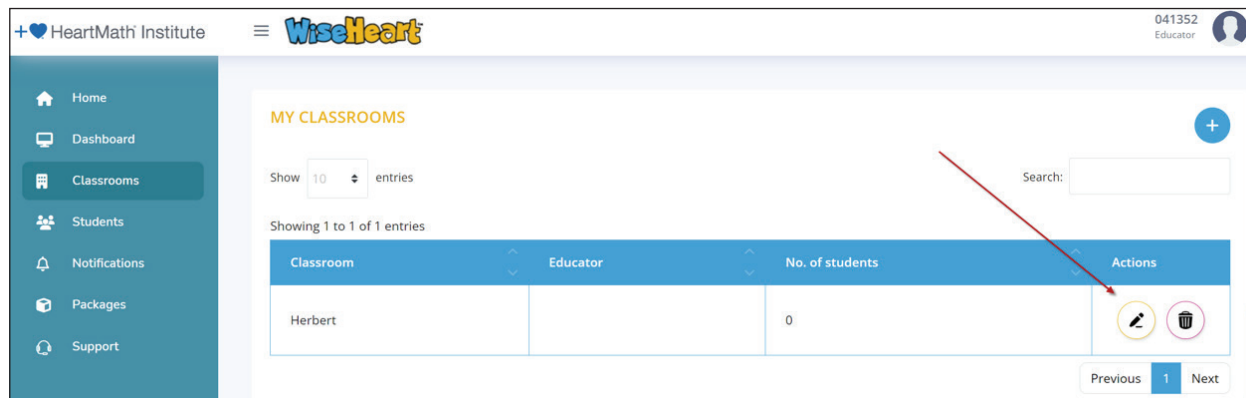Click on Classrooms on the navigation sidebar to the left.

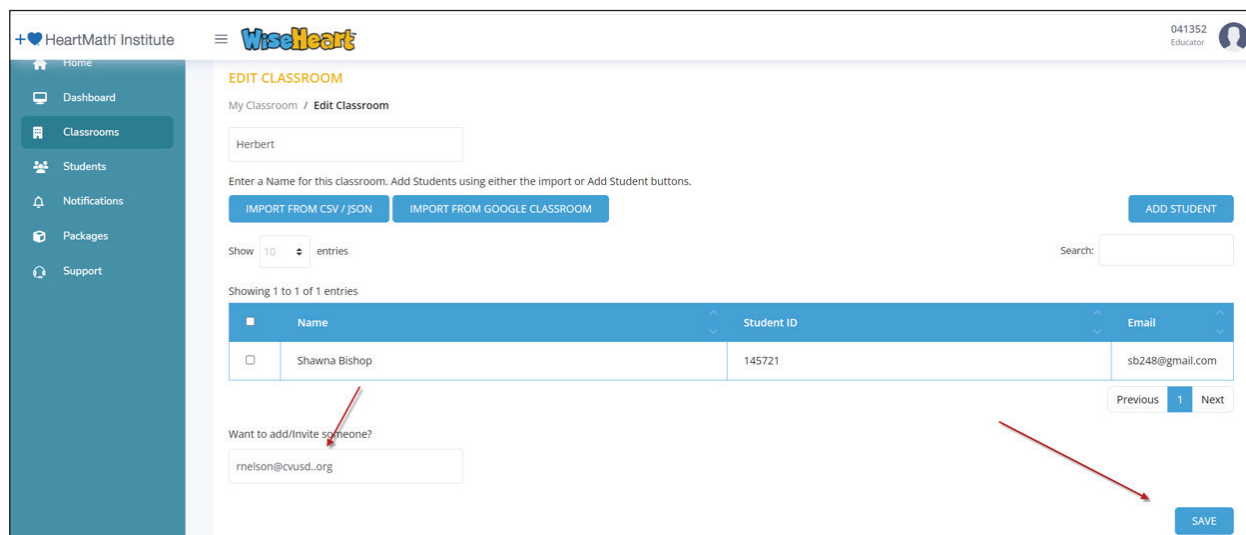Type in the name of the classroom and save.

Inviting an Educator into Your Classroom

Educators may invite another adult into their classroom. For example, they can invite another teacher, teacher assistant or another adult to assist with guiding students through the course.

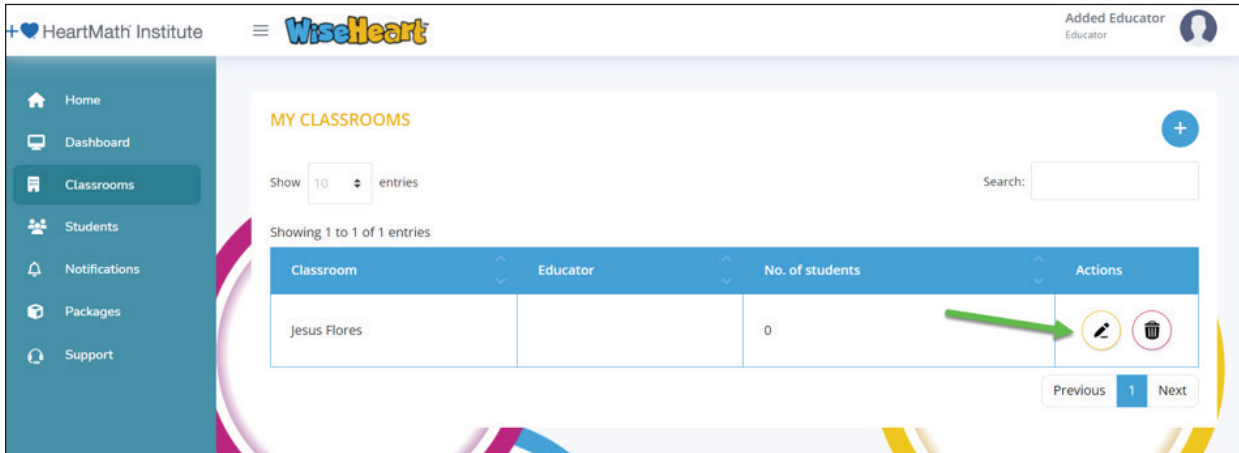To invite, click Classrooms on the left sidebar, then click the edit button under Actions.

Next, enter the email address of the adult you wish to invite and then save. After being invited, the educator (or a volunteer) will receive an email with their temporary password, name of classroom and a website address for logging in and entering the course.
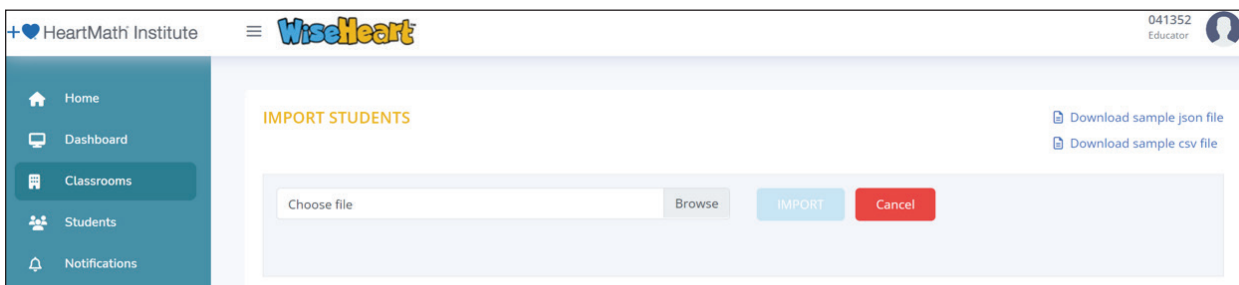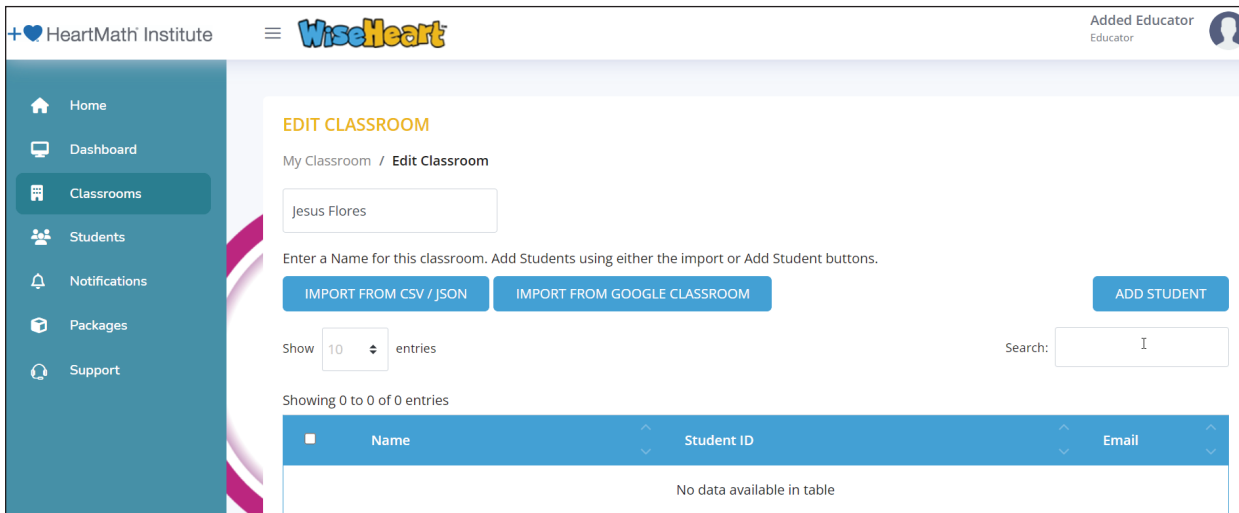
Bulk Importing Students

As an educator, you can bulk import groups of students through either a CSV/JSON or a Google Classroom file. The first step is entering the classroom that you will be populating.

Using the navigation sidebar on the left, make sure you click on My Classrooms. Tap the pencil icon in Actions column for the classroom whose student names will be imported into.

Now click on either the **Import From CSV** or **Import From Google Classroom** button to selectively add students in bulk from an existing file of student names.

After Bulk Import of Students

Automatically, each student's identification information will fill in. You can edit if necessary. Please note that for passwords, you can click **Generate Password**.

Manually Adding a Student User

Besides bulk importing groups of students through CSV/JSON or Google Classroom files, you can manually add students to provide access to WiseHeart. Click on the + sign in the upper right above the search box to add a student. Incidentally, clicking on the pencil icon in the Actions column allows editing while the eye icon launches a window of student ID particulars.

After clicking on the + sign, insert the proper information.
You have two options on how to enter passwords:

1) You can choose to generate an automatic password until student users are able to create their own passwords after gaining access to the program.

2) Customize each student password.
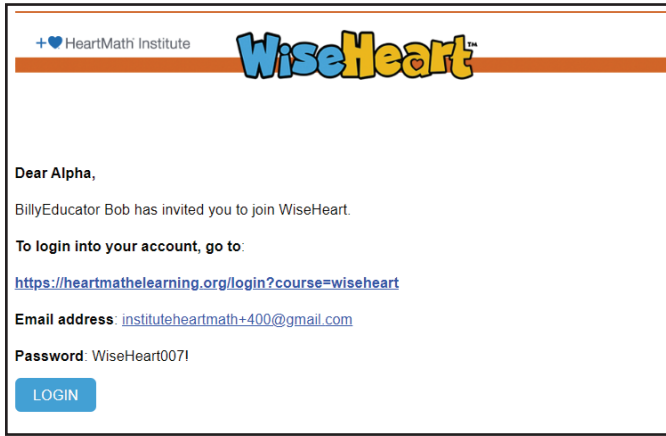

After entering student information and clicking the save button, students will receive an email with log in instructions. If your students are not allowed to receive email, you will need to provide them with their log in information.
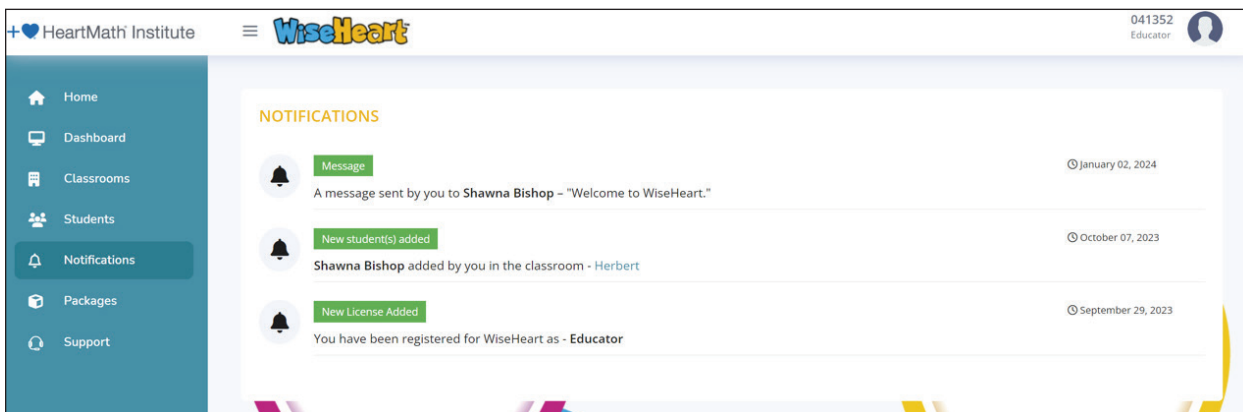
Emails Sent to Each Added Student

After adding a student name, through either bulk import or manually, students will receive an email inviting them to log into the course. Students log in with their email and password.

Reminder: For students who are not allowed to access their email. the educator will need to provide login information.
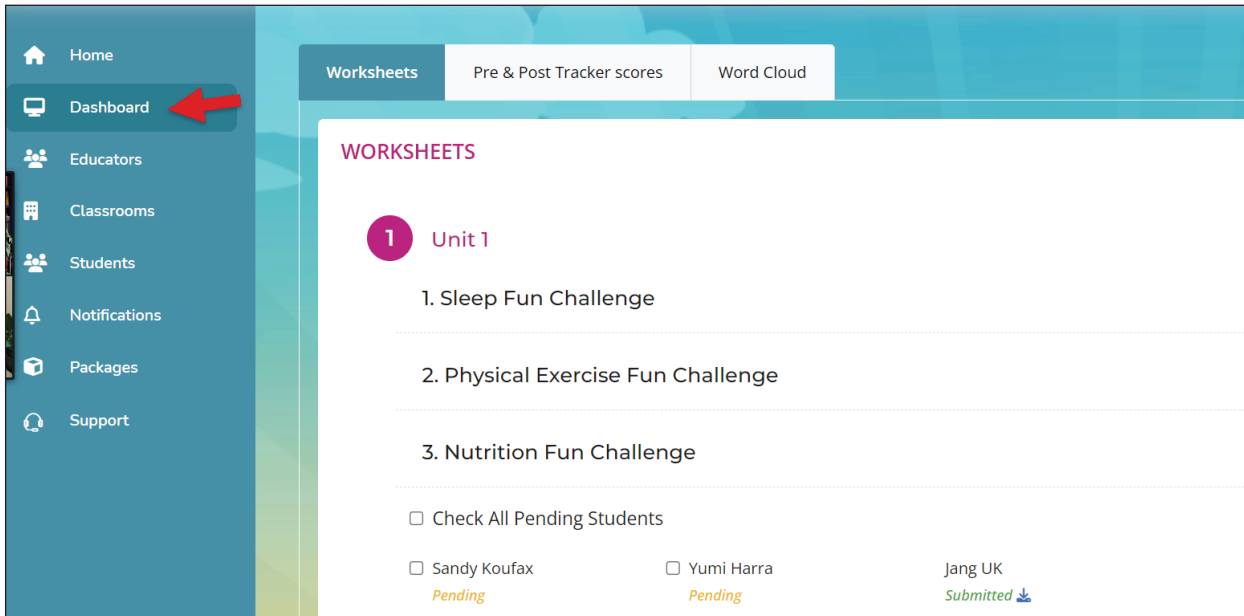
Confirmation of Activities in Your Notifications
Here your find a permanent record of your student enrollments, messages to students, and other admin functions.
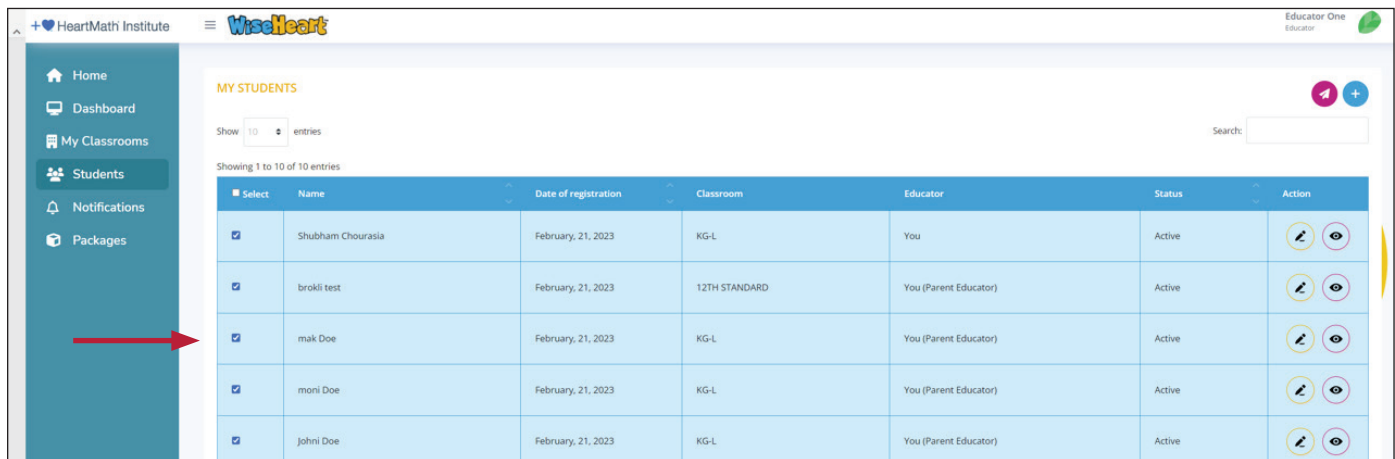

Viewing Student Work
One of the important features of WiseHeart is reviewing student work through the dashboard. Here you can review completed worksheets, pre-and post-tracker results and word clouds. Please keep in mind that the word clouds work best when you have 5 or more students participating to see a variety of responses.
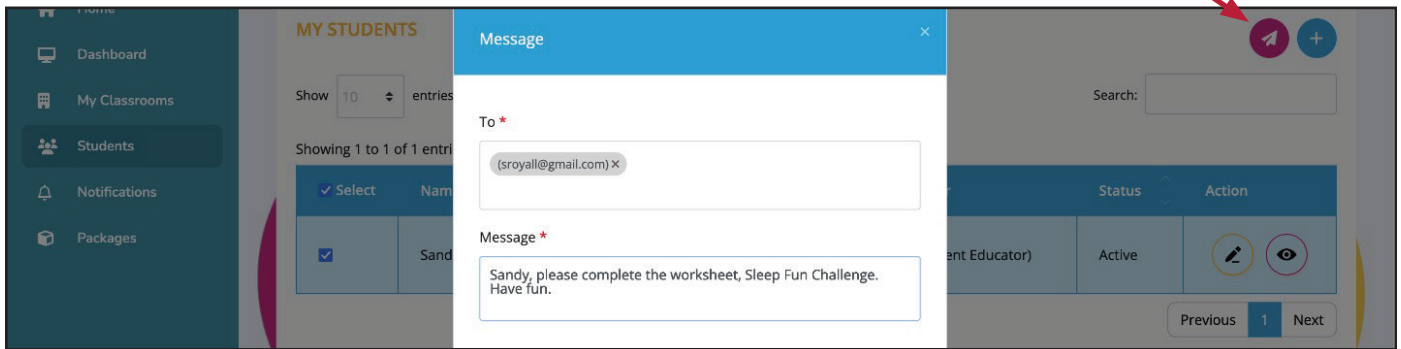
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Sending Messages to Students

After adding students, it is easy to send a message to each participating student or family member.

After clicking on the Students tab in the Navigation sidebar, click on the small box to the left of each added student.
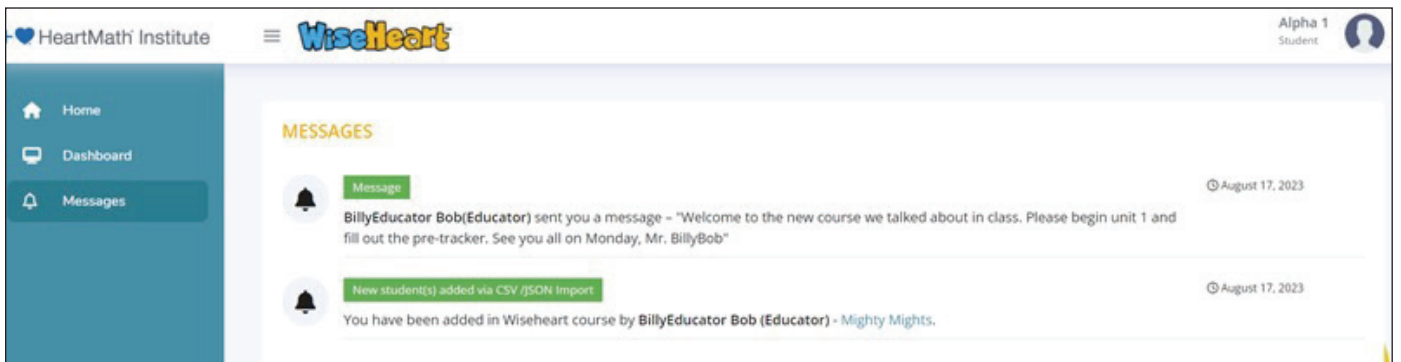

After clicking on the boxes of the relevant students, press the red paper airplane arrow in the upper right corner. A message will open up. Fill in the message and send. Handing out assignments, offering tips or perspectives, or suggesting fun updates are some of the ways this messaging function can be used.

Students Viewing Education Messages

By clicking on the Messages tab on the left, students can view messages from the educator.

Making Students Inactive

For those students who are no longer part of a class, you have the option to make them inactive. Simply click on the empty box to the left of their name under the select heading and then click on the red **Make Inactive** button.